

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

NOTICE

25X1A

6 August 1952

SUBJECT: Proper Use of Unvouchered Funds

1. This Agency was granted unvouchered funds authority solely to meet those conditions which are created by the peculiar nature of CIA's functions and activities. It was not granted to be used to relieve ourselves of administrative problems which are common to Government generally and are not affected by factors unique to CIA.

2. Requests for exercise of special unvouchered funds authorities for solution of ordinary administrative problems are in many cases reflections of poor planning or administrative failures which could be avoided. In the preponderance of such cases an employee is requesting reimbursement for personal, out-of-pocket expenses arising from circumstances beyond his control and in which his personal interest is not involved. Frequently the cases involve last-minute determinations to change the travel or assignments of individuals. Such last-minute changes are, in many instances, the result of poor planning and cannot be supported on true operational grounds. Other cases have resulted from either misinterpretation of regulations by individuals in a position to know better or advice by individuals not in a position to render advice or to commit the Agency.

3. Any such cases arising out of poor planning or unjustified determination, which therefore cannot be supported by operational necessity, or any claim arising out of administrative error or misinterpretation or unauthorized commitments must be considered a serious reflection on the competence of the employee making the error.

4. The Comptroller and the General Counsel should always be consulted prior to a commitment if there is any question whatever concerning a contemplated expenditure. //

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[Redacted Signature]

L. K. WHITE  
Acting Deputy Director  
(Administration)

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